

## REVIEWER GUIDE TO CSR-eCD

## STEP 1: RETRIEVING THE eCD FROM THE CSR-SECURE EMAIL

1. After you have activated your account in the CSR-Secure Email, login into the system using your username (your email address) and your registered password. The login page's address is <https://internet.csr.nih.gov/bds/Login.do>
2. Once you successfully logged into the CSR-SEFT system, you will see the screen below (Figure 1). To view the message sent to you, click on the "Received".

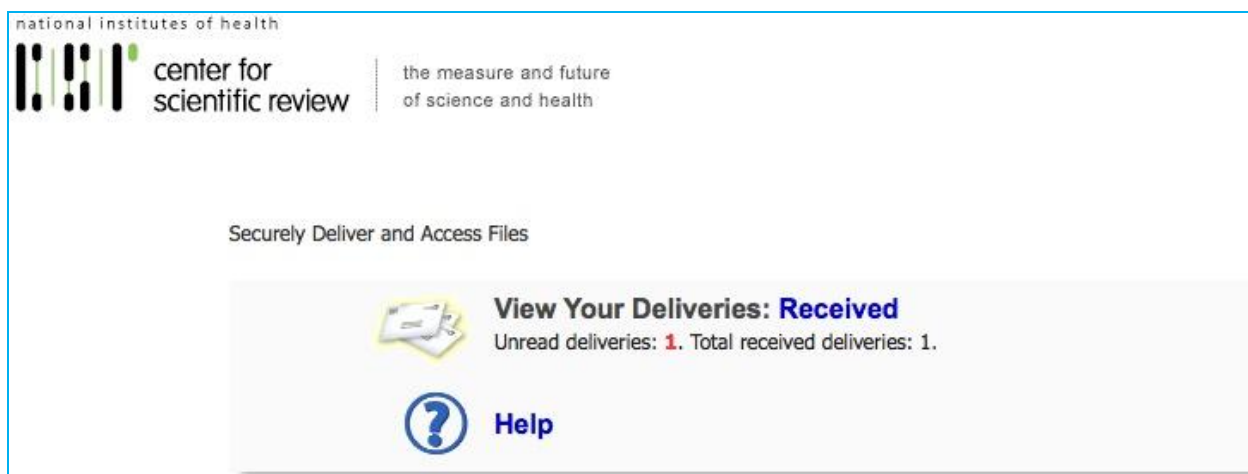


Figure 1 – SEFT – Securely Delivery and Access Files screen.

3. Next, a screen listing the message you received will open (Figure 2). The new screen will contain detail of the message sent to you.

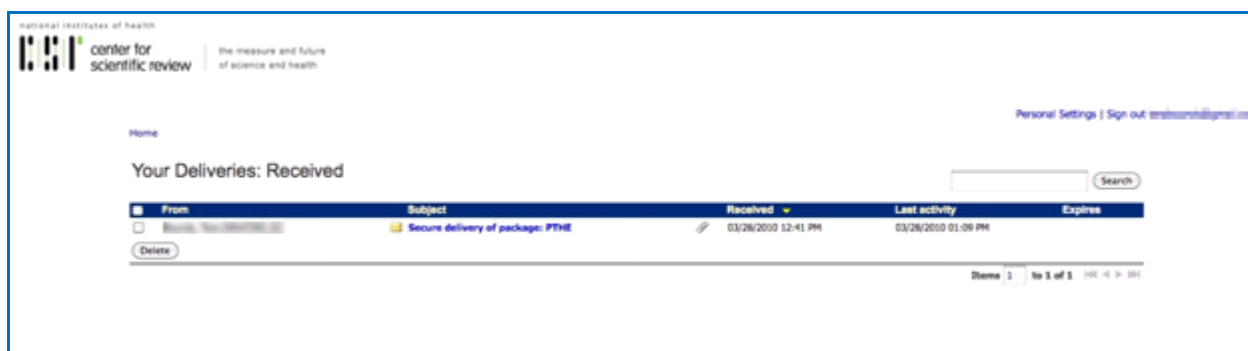


Figure 2 – Delivery detail screen.

4. Click on the subject of the message. The message screen will open and the content of the message sent to you by the SRO will be available for you to read and to download (Figure 3). The eCD is the zip file attached to the message.

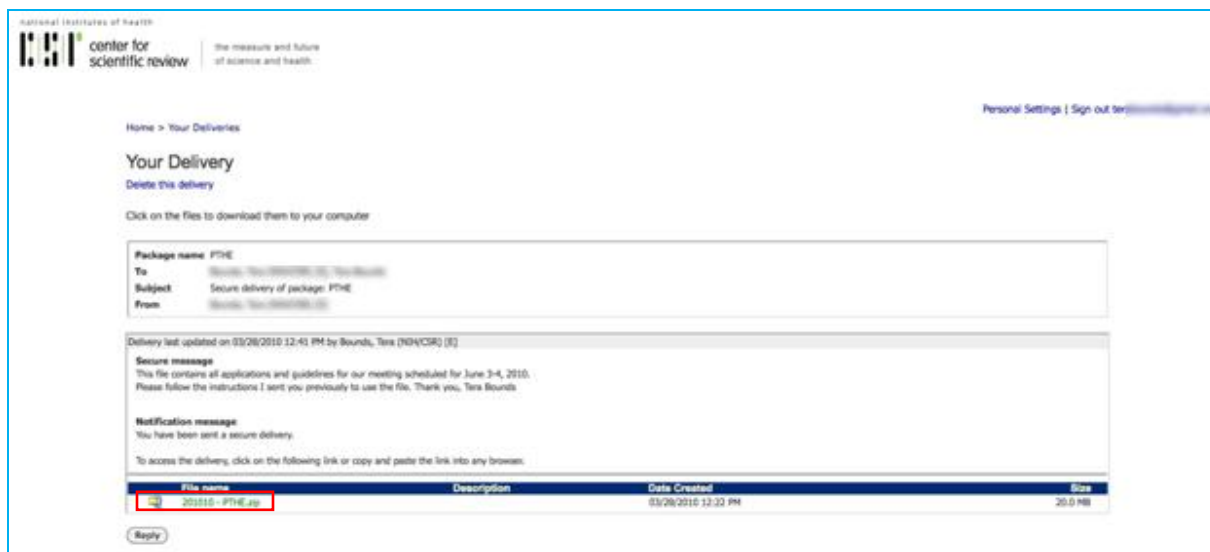


Figure 3– Message screen listing a zip file containing an eCD

5. To use the eCD sent to you as a zip file you will need first to download the zip file to your computer and then to extract the files. To download the file:
  - a. Right mouse click or select the file and choose “Save Target As”
  - b. Navigate to the folder where you want to save the file and click on “Save”.
  - c. The amount of time required to download the file is dependent on the connectivity available where you are attempting to download the file. Using a typical home Internet connection with excellent signal, the download of a 222MB zip file takes around five minutes. The same file if downloaded from a hotel room takes 25 minutes.